



Job Announcement

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Opening Date:	February 27, 2009	Closing Date:	March 13, 2009
Job Title:	Recordation Clerk II	Position Type:	Regular Full Time
PIN:	059142	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore County Towson, Maryland	Grade/EntrySalary	J06 \$28,703 - \$34,010 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Processes incoming land instruments at the counter and by mail determining recordability, calculating and collecting fees and taxes due. Processes charges and payments by using a cash register and performs settlement of work each day. Indexes instruments by using a computer keyboard and proofreads completed index. Assists the public by providing information about land records procedures at the counter, by telephone and via mail. Maintains all indexes.

Education: High School Diploma or GED.

Experience: Minimum of one year of land records related experience.

Preferred: Knowledge of land records and cash handling experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Demonstrate ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Demonstrate ability to understand and apply all job related codes, policies, rules and regulations. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore County
County Courts Building
401 Bosley Avenue
Towson, MD 21204
ATTN: Suzanne Mensh, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.